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MAR 11 1954

MEMORANDUM FOR: General Counsel
 Comptroller
 Auditor-in-Chief
 Chief, Logistics Office
 Director of Security
 Chief, Medical Staff

SUBJECT : Harvard University ADVANCED MANAGEMENT
 PROGRAM

REFERENCE : Memorandum for Assistant Directors from
 Director of Training, dated 8 March 54,
 same subject

1. The above cited reference presents information concerning applications to attend subject training program. Additional copies of the memorandum may be obtained from the External and Language Training Division, 2129 Eye Building, Extension

25X1

2. Participation in this training program would equip highly qualified administrative personnel for possible advancement into positions of greater executive responsibility. It is therefore requested that you take the following action:

a. Verify that all eligible personnel assigned to your component have been informed of the provisions of the reference cited above.

b. Encourage the submission of applications by those personnel who, in your opinion, should attend this training program.

c. Forward all applications to me by 1 April 1954, together with appropriate indication of your concurrence or non-concurrence and reasons therefor.

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3. The above instructions pertain to general administrative personnel (those normally identified with the career designation "CD-A") as well as to employees with specialized administrative career designations (e.g., CD-MF, CD-LO).

/S/

L. K. WHITE
Acting Deputy Director
(Administration)

ES/DDA/CSB;DST;hh (11 Mar 54)

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